

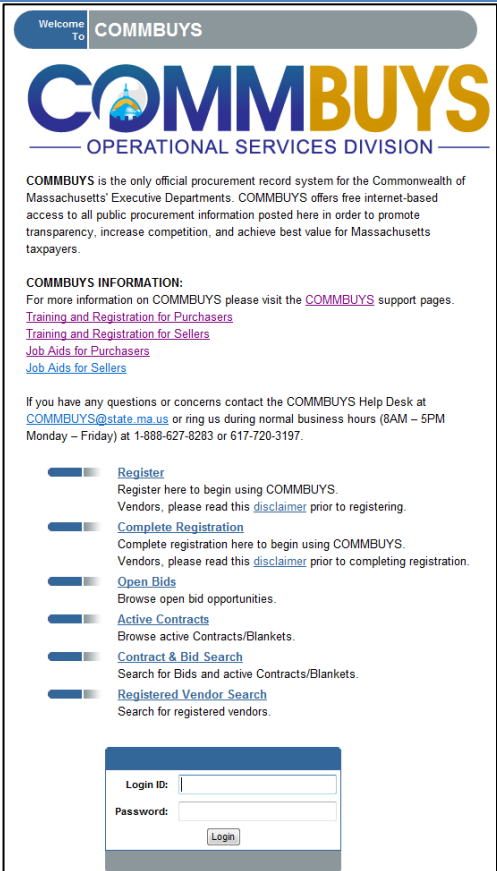
Job Aid: Submitting Questions & Viewing Answers with the Q&A Tab

This Job Aid shows Vendors how to:

- Submit Questions to Buyers
- View answers to Questions

Of Special Note:

- Not all Bids allow for Q&A. Questions may only be entered into the Q&A tab when Buyers have activated this feature.
- This job-aid walks Vendors through the process of submitting questions to Buyers who have posted Bids in COMMBUYS and the RFR allows for submission of questions.
- If a Department accepts written questions regarding a Bid, all accepted written questions and answers must be published as part of the Bid record in COMMBUYS. This requirement may be met by attaching a Q&A document to the bid or by using the COMMBUYS Bid Q&A functionality.
- COMMBUYS will not prevent Sellers from asking questions using the Bid Q&A functionality up until the Bid Opening Date/Time. In their bids, Departments may set a date/time after which they reserve the right not to respond to questions.

Screenshot	Directions
	<p>1. Launch the COMMBUYS website by entering the URL (http://www.commbuys.com) into the Browser.</p> <p>Enter your login credentials and click the Login button on the COMMBUYS home page.</p>

Job Aid:

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Screenshot

Directions

Bid Solicitation: 00000144

Header Information			
Bid Number: 00000144	Description: Snow Man Party	Bid Opening Date: 01/15/2014 12:20:00 PM	
Purchaser: Buyer Buyer	Organization: Operational Services Division		
Department: BSAS - Bureau of Substance Abuse Services	Location: 2300 - Central SA		
Fiscal Year: 14	Type Code:	Allow Electronic Quote: Yes	
Alternate Id:	Required Date: 01/16/2014	Available Date : 01/14/2014 12:20:00 PM	
Info Contact: Contact Leslie Doughty at (555)555-5555	Bid Type: OPEN	Informal Bid Flag: No	
Purchase Method: Open Market			
Pre Bid Conference:			
Bulletin Desc:			
Ship-to Address: Operational Services Division Address Boston, MA 02108 US Email: ejacobson@percscopeholdings.com Phone: (555)555-5555	Bill-to Address: Operational Services Division Address Boston, MA 02108 US Email: ejacobson@percscopeholdings.com Phone: (555)555-5555	Print Format:	Bid Print
File Attachments: sample attachment.docx			
Form Attachments:			

5. The Bid opens. Shown here is the top left half of the page. Information found here includes:

- Purchaser
- Department
- Contact for this bid
- The type of purchase:
 - Open Market
 - Blanket
- Pre-Bid Conference details
- Ship-to and Bill-to Addresses
- Any attachments to the Bid

6. Scroll to the bottom of the page. Click on the **Bid Q&A** button.

Total Discount Amt.	Tax Rate
Brand:	
Packaging:	
<input type="button" value="Print Page"/> <input type="button" value="Bid Q & A"/> <input type="button" value="Exit"/>	

7. The Q and A screen opens. Posted answers appear on the top half of the screen. The Vendor may post questions in the lower section of the screen.

For each question asked through the Bid Q&A functionality, COMMBUYS displays the name of the vendor who asked it. In cases where displaying the names of the vendors may undermine the fairness or competitiveness of a procurement, the Department may choose to post questions and answers as a document attached to a Bid.

Open Market Bid BD-15-1080-1080C-1080L-00000000382

Current Q & A for this bid:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	12/31/2014	James Smith/Viator World	Materials	Are you interested in ERP materials and recycled materials?	Yes, we will consider
2	12/31/2014	John Smith/Surfs Up Pool Supplies	Date and Time	Duck? Dodge? Hyde? Paul tell me if you get this question	

Add new questions:

Question Subject	Question (max 2000 characters)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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Screenshot

Open Market Bid BD-15-1080-1080C-1080L-00000000382

Current Q & A for this bid:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	12/11/2014	James Smith/Water World	Materials	Are you interested in EPP materials and recycled materials?	Yes, we will consider
2	12/11/2014	John Smith/Surf's Up Pool Supplies	Date and Time	Duck? Dodge? Hyde? Paul tell me if you get this question	

Add new questions:

Question Subject	Question (max 2000 characters)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Directions

8. If a Vendor wishes to submit a question to the Buyer, the Vendor must enter a subject for the question in the **Question Subject** column and then type the question in the **Question** column. Questions may be up to a maximum 2000 characters long.

9. Click on the **Save & Continue** button to save the newly-added question and remain on the screen to add another question. Click on the **Save & Exit** button to save the question and exit this screen. Clicking either button sends the question to the Buyer.

Add new questions:

Question Subject	Question (max 2000 characters)
Pool Rope <input type="text"/>	What length in meters or feet do you require? <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>